

Market Survey/Request for Sources Information Training Course Evaluation Support Services

General Information:

The Federal Aviation Administration (FAA), Mike Monroney Aeronautical Center (MMAC), is conducting a Market Survey/Request for Information to improve the Government's understanding of the current marketplace and to identify qualified and capable sources. This announcement is not a Screening Information Request (SIR) or a Request for Proposal (RFP) of any kind. Interested sources must respond with information to confirm evidence of their qualifications and capabilities to meet requirements in the attached description. The FAA intends to review all response submittals to establish the acquisition strategy. Responses to this market survey will be used to develop the Source List to be used when the solicitation for this requirement is issued, and will be used to determine if there is adequate competition to set the requirement aside for Socially and Economically Disadvantaged Businesses (SEDB) or Small Business, or open it up for full and open competition. The current contract was solicited and awarded under SEDB 8(a) competitive set-aside procedures. However, any interested sources may respond to this market survey. The information identified from this market survey may result in a restricted Screening Process when the RFP is issued. This survey is being conducted in accordance with FAA Acquisition Management System (AMS) Section 3.2.1.2.1. This survey will support market research obtained from multiple sources and will be utilized for planning purposes only.

The requirement is for qualified and capable sources that may provide training course evaluation support services to the FAA Flight Standards Training Division, Quality Assurance Branch (AFS-530).

All decisions will be made based on the information provided by vendors responding to this market survey. Attached to this announcement is a draft Statement of Work (SOW) for Training Course Evaluation Support Services (see Attachment D). Note that the actual SOW is in process and will be provided with the SIR when it is formally issued. All FAA documents are to be downloaded and printed from the FAA Contracting Opportunities Home Page found at <http://faaco.faa.gov> (or by access through <http://fast.faa.gov>). Please note that documents downloaded from sites other than the FAA's Contracting Opportunities Homepage may not be the latest documents. All FAA SIR amendments will also be shown on this site as "Amendment" when required. Vendors must access this site daily to determine if additional SIR amendments have been issued. Only vendors that respond with information packages providing the required information demonstrating that their firm meets the minimum requirements will be added to the Source List. The minimum requirements will remain the same for the issued SIR as contained in the requested information for this market survey.

All interested vendors are advised that the FAA will not pay for any information or any administrative costs incurred that are associated with any response received from industry in response to this Market Survey/Request for Information. Therefore, any costs associated with

vendor's Market Survey/Request for Information submissions will be solely at the interested vendor's expense.

Any information provided under this market survey is for informational purposes only and will not be released. Any proprietary information submitted will be protected if appropriately marked. Vendor participation in any informational session is not a promise of future business with the FAA.

Response to this Market Survey:

Interested sources should provide evidence of qualifications/capabilities available to provide experienced qualified management and technical personnel to conduct the required evaluation support to the FAA Flight Standards Training Division, Quality Assurance Branch (AFS-530) for one base year with four option years, as shown in the draft SOW (Attachment D).

Attachment A includes a request for information describing the vendor's staffing plan, management approach, and quality control plan and implementation for the required services. Attachment B includes a request for reference information for the vendor's performance on previous contracts. Attachment C is a business declaration form for descriptive information regarding the business status of the vendor. Attachment D is a draft Statement of Work.

Response submittals must include the following:

1. Documentation that clearly demonstrates that the interested vendor is qualified and capable of providing the required services. The format of the documentation is at the discretion of the vendor.
2. Responses to the requested information in Attachment A.
3. Responses to the requested information in Attachment B.
4. Responses to the requested information in Attachment C.

All response submittals (one response per company) are to be provided with a cover letter on company letterhead. **Responses must be received no later than 3:00 P.M, local time, July 30, 2007.** Market survey responses received after the time and date specified may be determined to be late and may not be considered.

The FAA prefers that all response submittals, including attachments, be submitted electronically to the following email address: randall.bratcher@faa.gov Responses should be submitted in a portable document format (i.e. .pdf file); however, Microsoft Word is acceptable.

If you cannot respond electronically, please send response submittals to:

Federal Aviation Administration
Attn: Randall L. Bratcher, Contract Specialist (AMQ-310)

Mailing Address:
P.O. Box 25082

Oklahoma City, OK 73125

Physical Address:

6500 S. MacArthur Boulevard
Oklahoma City, OK 73169-6901

Point of contact is Randall L. Bratcher, Contract Specialist, at e-mail randall.bratcher@faa.gov or telephone (405) 954-8860 or FAX (405) 954-3030.

NOTICE for informational purposes for Minority, Women-owned and Disadvantaged Business Enterprises: The Department of Transportation (DOT), Office of Small and Disadvantaged Business Utilization (OSDBU), has a program to assist small businesses, small businesses owned and controlled by socially and economically disadvantaged individuals, and women-owned concerns to acquire short-term working capital assistance for transportation-related contracts. Loans are available under the DOT Short Term Lending Program (STLP) at prime interest rates to provide accounts receivable financing. The maximum line of credit is \$500,000. For further information and applicable forms concerning STLP, call the OSDBU at (800) 532-1169.

NOTE: Any contract awarded for the requirements above will contain the AMS Clause **3.3.1-33 Central Contractor Registration** (April 2006). Award cannot be made to a vendor that has not accomplished this registration. See paragraph (d) below:

**** (d) If the offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer may proceed to award to the next otherwise successful registered offeror.*

ATTACHMENT A: Qualifications/Capabilities (to be completed by vendor and returned)

ATTACHMENT B: References (to be completed by vendor and returned)

ATTACHMENT C: Business Declaration (to be completed by vendor and returned)

ATTACHMENT D: Draft Statement of Work

ATTACHMENT A

Training Course Evaluation Support Services

Given the description of work identified above:

1. Describe your Staffing Plan and Management Approach for services of the type described above.

2. Describe your Quality Control Plan and Implementation.

3. Provide a listing of applicable or related North American Industry Classification System (NAICS) codes for your firm.

ATTACHMENT B

Training Course Evaluation Support Services

Provide three references for contract(s) performed for same or similar work during the last 5 years. On a separate sheet, describe the service arrangements provided for each, related services, and provisions.

(a.) Government Contract? () Yes () No Period of Performance: _____

Contract Value: \$ _____ Contract Number: _____

Mutual agreement for performance with Co. Name/location: _____

Whom may we contact for performance information?

Name and Title: _____ Telephone: _____

E-mail: _____

(b.) Government Contract? () Yes () No Period of Performance: _____

Contract Value: \$ _____ Contract Number: _____

Mutual agreement for performance with Co. Name/location: _____

Whom may we contact for performance information?

Name and Title: _____ Telephone: _____

E-mail: _____

(c.) Government Contract? () Yes () No Period of Performance: _____

Contract Value: \$ _____ Contract Number: _____

Mutual agreement for performance with Co. Name/location: _____

Whom may we contact for performance information?

Name and Title: _____ Telephone: _____

E-mail: _____

ATTACHMENT C

BUSINESS DECLARATION

1. Name of Firm: _____

2. Address of Firm: _____

3. a. Telephone No. of Firm: _____ b. Facsimile No. of Firm: _____

4. a. Name of Person Making Declaration: _____

b. Telephone No. of Person Making Declaration: _____

c. Position Held in the Company: _____

5. Controlling Interest in Company: (*"X" all appropriate boxes*)

☐ Black American ☐ Hispanic American ☐ Native American ☐ Asian American

☐ Female Non-Minority ☐ Male Non-Minority ☐ Female ☐ Male

☐ 8(a) Certified (*Certification letter attached*) ☐ Other (*Specify*) _____

6. Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?

☐ Yes ☐ No (*If No, provide the name and telephone number of the person who has this authority.*)

7. Nature of Business (*Specify all major services/products and NAICS codes.*) _____

8. a. Years the firm has been in business: _____ b. No. of Employees: _____

9. Type of Ownership: ☐ Sole Ownership ☐ Partnership ☐ Other (*Explain*) _____

10. Gross receipts of the firm for the last three years: (a) Year Ending: _____ Gross Receipts: \$ _____

(b) Year Ending: _____ Gross Receipts: \$ _____ (c) Year Ending: _____ Gross Receipts: \$ _____

11. Tax Identification Number (TIN)/Employer Identification Number (EIN)/Social Security Number (SSN),
and Data Universal Numbering System (DUNS): _____

Privacy Act Statement: *The TIN/EIN/SSN is required to comply with the reporting requirements of 26 U.S.C. 6041, 6041A and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). Failure to provide the information may exclude you from doing business with the Federal Aviation Administration.*

12. Is the firm a small business? ☐ Yes ☐ No

I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING _____
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM AWARE
THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 U.S.C. 1001.

Signature: _____ Date: _____

Typed Name and Title: _____

DRAFT STATEMENT OF WORK

Training Course Evaluation Support Services

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1.0 Introduction

This effort requires a Support Services Contractor to provide training course evaluation support to the Federal Aviation Administration Flight Standards Training Division, Quality Assurance Branch, AFS-530.

2.0 Scope

The contractor shall provide evaluation services by reviewing, analyzing, and documenting observations of Flight Standards Training Courses as requested by the Quality Assurance Branch. The contractor will prepare an evaluation report for each course evaluated. The evaluation report will be submitted to the Quality Assurance Branch. When evaluations result in revisions to a training course, the contractor will check to make sure revisions are completed as assigned by the Quality Assurance Branch. The contractor shall furnish and make available all personnel and services necessary to assist the Quality Assurance Branch in accomplishing its training evaluation mission. The FAA will furnish all evaluation requests, supplies, equipment, materials, data, and facilities for use during training course evaluations. As directed by the FAA, the contractor may also be required to interface with instructors, course managers, course mentors, and various FAA personnel and organizations.

3.0 Requirements

The contractor shall provide all of the necessary resources to locate, print, research, and analyze training course materials, observe training courses, and to prepare an evaluation report that meets standards established by the Quality Assurance Branch. Evaluation report standards are provided in Section 3.1.1 below. Contractor support includes administrative support such as:

planning, scheduling, organizing, managing, coordinating, editing, and tracking as required to perform all of the activities successfully in accordance with this SOW.

3.1 Required Personnel Duties and Qualifications

Training Course Evaluation Project Manager:

Duties

Responsible for project oversight and supervision of contract staff. Provides support to FAA staff in all phases of training evaluations. The Project Manager's duties include, but are not limited to overseeing the research and analysis of training materials selected for evaluation in various delivery media, such as Resident, Out-of-Agency, Computer Based Instruction (CBI), Web Based Instruction (WEB), and Aviation Training Network (ATN) Broadcast Instruction. Manages workflow of contract evaluators to ensure evaluation reports are completed correctly and within the specified timeframe. Submits completed evaluation reports to the Quality Assurance Branch. Specific tasks include:

- Research and compile end-of-course and post course evaluation data.
- Locate and compile training course materials and documentation.
- Compile, edit, and submit evaluation reports.
- Compile and submit applicable course revision requests.
- Ensure evaluation reports comply with established FAA standards.
- Maintain evaluation schedules and progress reports.
- Coordinate contractor travel arrangements for course evaluations.
- Coordinate with other organizations involved in the development and revision of the course.
- Supervision of contractor's personnel, approval of timecards, and project oversight to include status reports as requested.

Qualifications

- Project Management Professional Certification (PMP).
- Advanced skill in working with Microsoft Word and Excel.
- Supervisory experience of at least 1 year.
- A minimum of 2 years of post-secondary education in Business Management, Human Resource Management, or a related field.
- 3-5 years of direct experience with FAA Aviation Training to include preparing job task analyses, preparing training course materials, maintaining course evaluation data, and preparing training course evaluation reports.
- Familiarity with training delivery methods including platform, computer-based, web-based, and broadcasted video training.
- Familiarity with Internet-based research.
- A working knowledge of training delivery media used in the classroom.
- Ability to communicate orally and in writing.

Training Course Evaluator(s)

Duties

Responsible for conducting training course evaluations as requested by the Quality Assurance Branch. Researches and analyzes training course material. Observes delivery of training courses. Writes evaluation reports in conformance with the Quality Assurance Branch standard format. Works with the Project Manager to draft and finalize evaluation reports. Submits completed evaluation reports and course revision requests to the Project Manager within specified timeframes.

Qualifications

- Bachelor's degree in Instructional Systems Design, Education, English, Journalism, or related field.
- At least one year of teaching experience preferred.
- At least two years of instructional systems support or curriculum design work.
- Direct course-evaluation and report-writing experience preferred.
- Experience writing lesson plans, course design documentation, and student materials.
- A thorough working knowledge of Microsoft Office applications, specifically Word and PowerPoint.
- Familiarity with training delivery methods including platform, computer-based, web-based, and broadcasted video training.
- Familiarity with Internet-based research.
- A working knowledge of training delivery media used in the classroom.
- Ability to communicate orally and in writing.

3.1.1 Evaluation Report Standards

A. Evaluation Reports will be prepared in conformance with the Quality Assurance Branch standards. Evaluation reports will be prepared using the Evaluation Report Microsoft Word Template provided by the Quality Assurance Branch. Required sections of the report are contained in the template and include:

- Cover
- Customer Feedback Sheet
- Executive Summary to include:
 - Background
 - Course Overview
 - Traceability
 - Findings and Recommendations
- Table of Contents
- Background
- Course Overview

- Instructional Design Analysis to include an analysis of the:
 - Course Design Guide
 - Lesson Plans
 - Participant Guide
 - Tests
 - Time and Pace of Instruction
 - Transitions, Tie-ins, Job Relevant Examples
 - Interim Summaries, Practice Exercises
 - Organization of Lesson Content
 - Learning Environment
 - End-of-Course Evaluation Summary
 - Post Course Evaluation Summary
- Traceability to include:
 - Job Tasks
 - On-the-Job Training
 - Curriculum Transformation Schedule
 - Guidance Changes
 - Link to other Courses
 - Prerequisite and Follow-on Training
 - Findings and Recommendations
- Appendix A: Technical Analysis and Selected Job Tasks
- Appendix B: Course Chart
- Appendix C: End-of-Course Evaluation Data
- Appendix D: Post Course Evaluation Data
- Appendix E: Observations

B. The Contractor shall produce the report from initial draft to final copy. The Contractor will develop internal quality control procedures to ensure that the final product conforms to Quality Assurance Branch standards. The Project Manager will submit the final report to the Quality Assurance Branch Contracting Officer Representative for final editing, acceptance, and distribution to customers.

3.2 Managerial Support Tasks

A. The Contractor shall provide project management support including the development and maintenance of evaluation documentation during the evaluation process; and in project tracking, status support, and recordkeeping. The Contractor shall update and maintain the evaluation planning and reporting spreadsheets and provide project management status update information as requested.

B. The Contractor shall develop and maintain appropriate management, scheduling, and tracking systems in formulating and maintaining training evaluation project schedules and spreadsheets.

3.3 Administrative Support

A. When requested by FAA, the Contractor shall develop and prepare briefing packages, special reports, hand-outs and other informational materials in various mediums about course evaluation findings and recommendations. As needed, the Contractor shall plan and schedule conferences and meetings including the administration of background and support material, arranging facilities and coordinating accommodations, providing organization and administrative/clerical support and post-meeting activities.

B. The Contractor shall organize, prepare and execute course evaluation briefings as required. The Contractor shall provide and/or conduct briefings or briefing material on evaluation information when requested. The Contractor shall take minutes of all evaluation meetings attended. The contractor shall include in the minutes the names of attendees/positions, organizations, phone numbers, and addresses of all persons attending meetings. All minutes of meetings shall be reviewed and approved by the FAA. The contractor shall incorporate all FAA comments into minutes and forward the minutes to the FAA for distribution. The contractor shall not distribute meeting minutes unless directed in writing by the FAA. The contractor's attendance at meetings shall first be approved by the FAA prior to attendance.

C. The contractor shall perform Quality Assurance Branch routine office administration duties as directed by the FAA.

D. The Contractor shall arrange and facilitate meetings as directed by the FAA.

3.4 Other Direct Costs

3.4.1 Facilities

The Contractor shall maintain an office within a 25 mile radius of the location of the Quality Assurance Branch. Contract personnel providing services under this contract shall be housed on-site at the Mike Monroney Aeronautical Center with the Quality Assurance Branch. On-site location is required to allow for heavy coordination with course managers, training providers, and the Contracting Officer's Technical Representative for the project. Access to course materials to be evaluated is only available through on-site computer servers. The contractor shall be operational at the facility no later than 10 days after contract award. The services required hereunder shall be performed at the on-site FAA office location, except for occasional travel authorized by the FAA.

3.4.2 Travel

The Contractor shall travel, as tasked, to support the training evaluation program. The Contractor shall travel to provide on-site personnel as needed to training locations. Work locations will primarily be at various training locations throughout the United States. The FAA Technical Officer shall approve all travel in advance of its occurrence. The Contractor shall not be reimbursed for any unauthorized travel.

The Government will reimburse the contractor for travel and per diem costs incurred only in the performance of this contract. Reimbursement will be at cost only and in accordance with Joint

Travel Regulations of the Federal Government. The Government will not reimburse the contractor for travel costs incurred in the replacement of personnel when such replacement is accomplished for the contractor's or employee's convenience. (See Section H for detailed guidance regarding travel).

3.5 Program Management

The contractor shall efficiently and effectively manage the performance under this contract to ensure all the necessary technical, business, and administrative planning; organizing; managing; coordinating; and tracking (e.g., schedule, deliverables), performance management, resource management, and data management required to perform all the activities successfully as required in the SOW. The project manager is the primary point of contact for work to be performed under the resultant contract. The program manager shall keep the Quality Assurance Branch informed of any potential problems and make recommendations for solutions.

The Contractor shall ensure that assignments are completed in a thorough and timely manner and prepare written documentation of accomplishments. The FAA requirements in performing this contract demand that the Contractor's analytical and administrative support and the level of expertise, experience, and demonstrated performance of contractor personnel providing the services must be at the highest level of providing quality support.

The Contractor shall provide sufficient personnel, both in number and qualification to perform work described herein.

The Contractor shall provide sufficient oversight and supervision of the contract in order to ensure all employees are functioning within their designated labor categories and at acceptable levels of performance, and are performing their designated assignments in a timely manner and that all reporting requirements are honored. The Contractor shall provide a quality assurance system to ensure the Government receives quality services as specified in the contract.

CDRL A001 Program Management Plan

3.6 Documentation

3.6.1 General Requirements

The Contractor shall coordinate with the Quality Assurance Branch on all reports, letters, memoranda, project documentation, minutes of meetings, monthly reports, telephone conversation reports, trip reports and other written material. All documents shall coordinate through the COTR or designee prior to distribution. Further, all documents that will be distributed outside the FAA shall be reviewed for sensitive and/or classified information in accordance with the Form DD-254 issued under this contract prior to any distribution of draft or final versions of those documents.

3.6.2 Document Review

The Contractor shall provide support to the FAA in the writing and/or reviewing of FAA program documentation. All documents prepared by the contractor shall be on the behalf of the FAA and the contractor may not independently publish or distribute any document without prior written permission from the FAA. The contractor shall review and provide written comments on the technical accuracy and completeness of each document. No documents, reports, information, etc., may be released to the public or provided to any party other than the FAA and it's contractors without Security Sensitive Information and classification review in accordance with the Form DD-254 and written approval of the FAA.

4.0 Acronyms

AMS Acquisition Management System
COTR Contracting Officer's Technical Representative
FAA Federal Aviation Administration
GFE Government Furnished Equipment
SOW Statement of Work